

# **City of Lemon Grove California**

**FINANCE DIRECTOR**



## ***THE COMMUNITY***

With 3.8 square miles and over 25,000 residents, Lemon Grove is a charming residential community conveniently located less than nine miles east of downtown San Diego. The City’s motto—“Best Climate on Earth”—is backed up by more than 300 days of sunshine each year.

Lemon Grove is experiencing a surge of infill development and redevelopment projects, including mixed-use urban development. At the same time, the City has been impacted by the downturn in the economy and continues to seek more effective and less expensive strategies to deliver high levels of service. Over the next few years, attention to financial detail is needed



## ***CITY GOVERNMENT***

The City of Lemon Grove is a general law city and operates under a Council-Manager form of government. The City Council is made up of five members—the Mayor and four Councilmembers elected at-large to four-year terms. The City Council also sits as the Board of Directors for the Sanitation District, the Lighting District and the Lemon Grove Community Development Agency. The City has 65 employees working under six departments: City Manager’s Office, Community Development, Finance, Fire, Public Works/Engineering, and Recreation Services. The City contracts for law enforcement services with the San Diego County Sheriff’s Department.

Innovation, entrepreneurial spirit, and “getting into the trenches” is the philosophy of the City’s executive team. The City Manager relies on a collaborative management style, involving the department directors as a team in the City’s major policy recommendations and problem solving discussions. There is a high expectation of collaboration between departments.

## ***THE POSITION***

The Finance Director serves on the executive team, reports directly to the City Manager, and is an “at will” exempt position. The Director oversees citywide financial activities and operations, which includes, but is not limited to:

- ◇ supervising accounting procedures,
- ◇ preparing fiscal analyses,
- ◇ preparing and monitoring budgets,
- ◇ preparing financial statements and reports,
- ◇ managing auditing and control requirements, and
- ◇ managing the City’s investment portfolio.

In addition, the Finance Director supervises four employees, manages the front counter operations of City Hall, manages the City’s IT contract, and provides support to the City Manager and other department

## ***QUALIFICATIONS***

Candidates are expected to have a combination of education and experience equivalent to a Bachelor's degree in accounting, business administration, finance, economics or related field and four to six years of progressively responsible financial management experience in municipal or public finance, including at least two years in a management/supervisory capacity.

## ***IDEAL CANDIDATE***

The City of Lemon Grove seeks a progressive thinking individual with a proactive approach, enthusiasm for public service, and a high level of competency. The ideal candidate must be willing to teach, learn, and think outside the box. Specifically, the City seeks a director who:

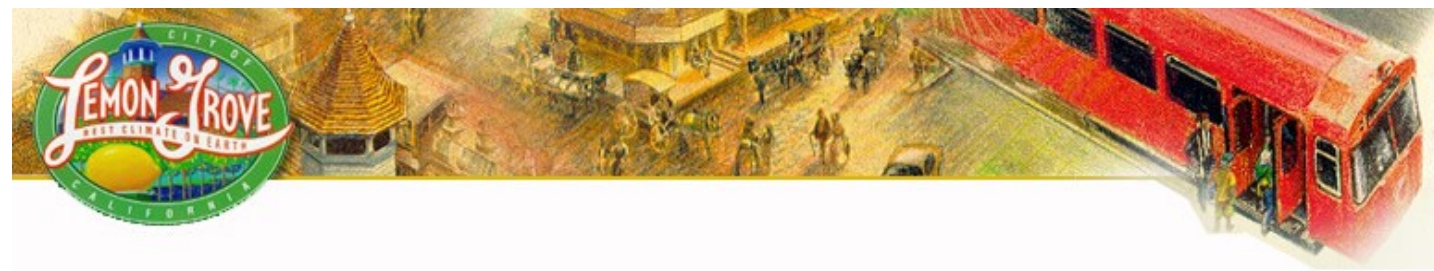
- ◇ leads through consensus and by example,
- ◇ brings innovation to government,
- ◇ interacts well with staff, the City Council and the public,
- ◇ demonstrates a flexible attitude,
- ◇ is willing to teach and to learn, and
- ◇ communicates well verbally and in writing.

## ***COMPENSATION & BENEFITS***

The salary range for the Finance Director is \$8,154 to \$9,911 monthly (currently under review and commensurate with experience). A monthly vehicle allowance of \$250 and a monthly cell phone allowance of \$35 are provided to management employees.

### **Employee benefits include:**

- ◇ Every Friday off (76.50 hours worked bi-weekly),
- ◇ Annual Leave—four weeks paid vacation, six days paid executive leave, twelve days paid sick leave, eleven observed holidays ,and one floating holiday,
- ◇ Retirement—PERS (2.5% at 55 and highest single year) and three deferred compensation plans are available,
- ◇ Medical & Dental—City contributes \$255 per month toward the cost of medical insurance coverage and \$495 per month as a flexible benefit for medical or dental, and
- ◇ Life Insurance—City provides a \$10,000 whole life insurance policy.





## ***TO APPLY***

If you are interested in this outstanding opportunity, [please click here](#) or visit our website. You may also contact Corinne Russell at (619) 825-3800 for additional information.

Please submit a cover letter, City of Lemon Grove application, and resume by mail, online or email directly to Corinne Russell, Human Resources Manager at:

Address: City of Lemon Grove  
3232 Main Street  
Lemon Grove, CA 91945

Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)  
Email: [crussell@lemongrove.ca.gov](mailto:crussell@lemongrove.ca.gov)

### **Application Deadline:**

**December 23, 2015, 5:00 P.M. (Postmarks not accepted)**

Following the closing date, applications and resumes will be screened and the most qualified candidates will be invited to a panel interview on Monday January 11, 2016.



## ***REASONABLE ACCOMODATIONS***

The City of Lemon Grove is an Equal Opportunity Employer. The City provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

In compliance with the Immigration Report and Control Act of 1986, all new hires must provide verification that he/she has the legal right to work in the United States.